

Guideline: Orientation of NESA BN Program Practice Nursing Instructors

PURPOSE:

The purpose of this guideline is to outline the orientation process for practice nursing instructors.

BACKGROUND:

- Practice Instructors are Registered Nurses, with current College and Association of Registered Nurses of Alberta (CARNA) licensure considered to be competent practitioners at the time of hire based on their practice experience, currently held credentials and certifications, and professional references.
- Practice Instructors who have not previously worked on a unit/site, or recently practiced on the unit, will have the opportunity to actively observe nursing practice as a Registered Nurse on that unit as part of their orientation to the practice setting.
- Failure of practice instructors to be adequately prepared and oriented for the assigned practice setting may result in unsafe or inadequate care or service by instructors as well as students.
- Effectively maintaining the clinical competence of practice instructors for a specific setting requires a collaborative approach between educational institutions and practice partners so that practice instructors are provided an opportunity to obtain access to appropriate continuing educational opportunities consistent with practice setting requirements.

DEFINITIONS:

GUIDELINE SCOPE:

Responsibilities of the Practice Instructor:

- Each practice instructor is personally and professionally responsible to ensure they have the necessary clinical competencies to practice safely in a given practice setting in the role of practice instructor and Registered Nurse. Based on their review of required competencies and an orientation to the practice setting, practice instructors are expected to ensure that they pursue further development of any knowledge competencies or psychomotor skills which are necessary for them to practice safely in the practice setting.
- The practice instructor will contact the site/unit manager to negotiate an orientation plan.
- The practice instructor will initiate, complete and submit to the appropriate program designate, the *Clinical Instructor – Manager Unit Orientation Checklist – BN/PN Program* form as required by the educational institution.

- The practice instructor will ensure that required competencies, registrations and certifications remain current throughout the practice placement and seek opportunities to update same in a timely fashion.
- The practice instructor will maintain current working knowledge of site/unit/agency policies and procedures relevant to the practice placement setting.
- The practice instructor will ensure their own fitness to practice at all times.
- The practice instructor will provide orientation for students to the unit/site and placement area.

Responsibilities of the Educational Institution:

- In collaboration with practice partners, the educational institutions will facilitate opportunities for instructors to acquire appropriate certifications for an assigned practice setting.
- The educational institution will make every effort to ensure consistency of faculty from one semester to another.
- The educational institution will ensure instructors are aware of the pre-placement clinical requirements prior to the start of the practice placement.
- The educational institution will attempt to select and assign practice instructors who have current practical knowledge of the practice setting/unit.
- The educational institution will inform the practice setting/unit manager of all practice placements including instructor and students names through HSPnet in accordance with the current Student Placement Agreement (SPA, 2013).

SPECIFICS OF THE GUIDELINE:

- In preparation for student learning, all practice instructors have the option to orientate to nursing practice on the assigned site/unit or practice setting.
- All practice site/unit orientations are arranged by the practice instructor in consultation with the site/unit manager.
- Whenever possible, orientation to the assigned practice setting will be completed at least two weeks prior to the start of the placement.
- The orientation period for practice instructors may vary depending on the setting and instructor experience, however should include consideration of the following:
 - Practice instructors new to the setting will arrange full orientation by actively observing one day shift and one evening shift to familiarize themselves with unit routines, policies, and facilities. These shifts are paid time by the educational institution and shall be **observation only**. Additional unpaid observation shifts may be arranged at the request of the practice instructor.
 - *Hands-on* nursing care will only be provided by nursing instructors within the context of student instruction (patient assigned to the student and activities within the student scope of practice). Nursing instructors will not provide hands-on nursing care during orientation.

- Returning practice instructors are responsible for determining their orientation requirements and ensuring these needs are met prior to the start of the placement. Orientation shifts for returning practice instructors are unpaid.
- Practice instructors who have been absent from the assigned practice setting for greater than twelve (12) months will arrange a full orientation.
- Practice instructors will seek available opportunities to orientate to the *teaching* role. This may include, but is not limited to, participation in the Clinical Workshop offered at Lethbridge College and discussion with Theory/Practice Coordinator.

APPENDIX:

Lethbridge College/University of Lethbridge Clinical-Instructor Orientation Checklist

RELATED POLICIES/ASSOCIATED GUIDELINES:

NESA Practice Instructor Role Description

REFERENCES: (APA format)

Alberta Health Services. (2013). *Student Placement Agreement*. Edmonton, AB: AHS. Retrieved from <http://www.albertahealthservices.ca/careers/docs/WhereDoYouFit/cp-stu-spa.pdf>

HSPCanada. (2013). *Practice Education Guidelines for BC Orientation: On Site Post-Secondary Institution Educators, GL#1-5*. Retrieved from http://www.hspscanada.net/docs/peg/1_5_orientation_on_site_faculty.pdf

NOTE: *NESA Guidelines exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESA guidelines are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESA guidelines or policies.*

Revised By/date:	Approved by/date:
Policy Review Committee: April 2015	NESA Joint Faculty Council: May 12, 2015

LETHBRIDGE COLLEGE/UNIVERSITY OF LETHBRIDGE
CLINICAL INSTRUCTOR-MANAGER UNIT ORIENTATION CHECKLIST – BN/PN PROGRAMS

This checklist is to be completed by clinical teaching faculty and site/unit managers or designate **PRIOR** to the start of a clinical rotation regardless of whether having instructed on that unit/site in the past. The form facilitates the identifying and sharing of necessary information and processes required to teach on a particular unit and establish clear expectations for both practice and education partners. Space has been provided for additional areas not mentioned and comments.
 Both parties will sign and keep a copy of the form for their records. College and University instructors will return their copy of the form to their Practice Coordinator by email, fax, in person as soon as possible.

Instructor Name:	Date:
Manager's Name:	Site/Unit:
Program:	School:

Topics To Be Discussed	
Schedule meeting (responsibility of instructor) Date: _____ Time: _____	Student: <input type="checkbox"/> Conference times (pre and post) <input type="checkbox"/> Conference location <input type="checkbox"/> Post-report - debrief or on unit immediately <input type="checkbox"/> Research times/protocols <input type="checkbox"/> Charting space for students <input type="checkbox"/> Meditech access <input type="checkbox"/> Student/staff communication process (e.g. program form, verbal, etc.)
Orientation to unit/site including changes since last on unit: <input type="checkbox"/> Staffing model <input type="checkbox"/> Unit routines (e.g. report) <input type="checkbox"/> Equipment <input type="checkbox"/> Shift start/end times <input type="checkbox"/> Medications (Carts, Med Reconciliation process) <input type="checkbox"/> Policy updates (e.g. new policies on site/unit)	Instructor: <input type="checkbox"/> Teaching approach/strategies (e.g. pt. selection) <input type="checkbox"/> Contact info (home phone and email) <input type="checkbox"/> Review of instructor knowledge background <input type="checkbox"/> Use of mobile technology (with or without Wi-Fi) <input type="checkbox"/> Certifications required and arrangements made to obtain if necessary
Review OH&S protocols: <input type="checkbox"/> Fire <input type="checkbox"/> WHMIS <input type="checkbox"/> Hazard Assessments (manager provides to instructor who has forms completed by students on first clinical day and returns to Practice Coordinators) <input type="checkbox"/> Back Care (e.g. equipment, model, etc.)	Program/Course: <input type="checkbox"/> Expectations (e.g. course outline provided, client assignments, etc) <input type="checkbox"/> Level of student and care provided (e.g. medication administration, IV's, procedures, etc) <input type="checkbox"/> Role of instructor related to hands-on patient care <input type="checkbox"/> No gifting
Communication: <input type="checkbox"/> Manager/Instructor (e.g. frequency, issues, etc.) <input type="checkbox"/> Staff/Instructor <input type="checkbox"/> Incident reporting process <input type="checkbox"/> Educator contact <input type="checkbox"/> Conflict resolution process	Miscellaneous: <input type="checkbox"/> Parking/Lockers/Storage Space if applicable <input type="checkbox"/> Outbreak Management <input type="checkbox"/> Door codes <input type="checkbox"/> If non-AHS site....any confidentiality/security forms or processes
Comments (e.g. additional areas discussed): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

By signing below, both manager and instructor acknowledge that all of the above areas have been discussed to the satisfaction of both parties.

 Instructor Date

 Manager Date

